

MINNESOTA DISTRICT COURT SEVENTH JUDICIAL DISTRICT			
SENIOR COURT CLERK			
OFFICE & LOCATION	CLASS	HOURS OF WORK	TYPE OF RECRUITMENT
Clay County Court Administrator Moorhead, MN	Senior Court Clerk Nonexempt Grade 5 Union-Teamsters	Full-time 40 hrs/wk M-F 8:00 – 4:30	Internal Promotion

DESCRIPTION: This is advanced court clerical work in a district court of the Minnesota State Court System. Work includes processing a variety of advanced clerical functions in multiple divisions. This includes filing of documents; processing of court files; scheduling hearings. Also provide assistance to customers and stakeholders in person and over the telephone.

RESPONSIBILITIES:

1. Performs a full scope of varied court clerical work involved in case initiation and processing on an automated court information system.
2. Enters on computer system required permanent record information such as case events, case activity and dispositions.
3. Reviews legal documents for completeness, adequacy, accuracy and compliance with rules; determines processing required and takes necessary action.
4. Provide assistance to general public regarding case status and procedures. Assist customers in completing forms and provides copies of court documents.

QUALIFICATIONS:

- Graduation from high school or vocational school and experience as a court clerk or in the legal field. Legal secretarial degree or diploma is preferred.

DESIRED ADDITIONAL QUALIFICATIONS:

- Knowledge of the automated court information system.
- Skill in the operation of a personal computer and other standard office equipment.
- Knowledge of court procedures and policies, legal documents, legal terminology, laws and legal functions pertaining to the court.

SALARY RANGE: \$15.85 to \$23.80

APPLICATION DEADLINE: Friday, June 20, 2008

TO APPLY: To request an employment application form, please call (320) 656-6555, or download from <http://courtnet.courts.state.mn.us>. Submit a completed application form, cover letter and resume to the address below:

Seventh Judicial District
Attn: Senior Court Clerk-Clay County
PO Box 1836
St. Cloud MN 56302
Position #01017586
EOE